December 30, 2004

TO: eJAS DSHS Users

FROM: Rena Milare, Manager
           ITD Central Support

SUBJECT: WF Policy Changes 2004 Release

The following information describes changes to eJAS with the WIT 2004 Release. These changes will be made available to users on Monday, January 5, 2004.

Changes to eJAS are listed with specific Change Request numbers as well as subject descriptions.

CR 320994 Hardship Extension Review

Request:
Add a new Hardship Extension Review form to eJAS.

Enhancement:
The new Hardship Extension Review will be accessed from the client's main page by selecting the Case Staffing/Extension Analysis/Hardship Extension link. Users will then choose the Hardship Extension link to complete the review.

DSHS Case Managers, Social Workers, and Supervisors will be able to complete the new Hardship Extension Review form for all clients that have been on TANF for 58 months or greater. The Hardship Extension will need to be completed for all clients that are given a Time Limit Extension.

Users will be required to answer a mandatory question to identify if the client requires Necessary Supplemental Accommodation (NSA) services.

The user will indicate if the client is able to participate at any level in Job Search or Employment activities. The user identifies any issues the client is resolving. The user specifies if the issues prevent the client from participating in full-time work-related activities. Finally, the user chooses the duration of the hardship by checking either 6-12 months, or Under 6 months.

Once the Hardship Extension Form is completed, users will enter Hardship Extension Issue Notes. The notes will detail the Issue Description, information on how the issue was verified, a diagnosis, and treatment recommendations. The user will then save the Hardship Extension Review by clicking the "Save Hardship Extension Review" button. The forms will be saved in chronological order and users will be able to access each saved version.

When the Hardship Extension Review is saved, the user will be taken to the Extension Analysis in eJAS. The Client Notes will be updated with a new "Hardship Extension Review Case Staffing" note, which will include all information entered in the Hardship Extension Review. These notes will be confidential and will be categorized with the Case Staffing note type.

CR 321006 WorkFirst Policy Changes Extension/Child SafetyNet

Request:
Update the current Extension Analysis form in eJAS to correspond to the new Time Limit Extension categories.

Enhancement:
The Extension Analysis has been modified to comply with the new policy changes for extensions. DSHS Case Managers, Social Workers, and Supervisors will complete the Extension Analysis upon completion of the Hardship Extension Review.

The Users will be required to answer a new Mandatory Family Violence Question to meet Federal reporting requirements. Users will then determine whether the client will be extended under extension category one, two or three.

Category One is the Exemption/Hardship Extension Category. If Category one is chosen, the user will be required to specify if the extension is due to an Exemption or a Hardship Extension.

The Category 2 Extension will only be used for clients that are participating full-time in work-related activities only. When selecting this Extension, the user will indicate the type of work-related activity the client is participating in.

Category 3 will continue to be for the Child SafetyNet Payment. This category is used for mandatory participants who refuse to participate without good cause.

Once the Extension type is chosen, the user will indicate the start date of the extension, the length of the extension and the end date of the extension. The user may enter freeform text in a notes field. The user will then save the Extension Analysis. Users will be able to access each saved version of the analysis. The Client Notes will be updated with an "Extension Analysis Case Staffing" note, which will include all information entered in the Extension Analysis. The notes will be categorized with the Case Staffing note type.

CR 321091 WorkFirst Policy Changes Clients in Part Time Activities

<u>Request:</u>
Add a column to the Clients in Part-Time Activities section of the Daily and Real Time Caseload Management Reports to display the number of months on TANF.

<u>Enhancement:</u>
A column has been added to both the Daily and Real Time Caseload Management reports in the category <u>Clients in Part-Time Activities</u>. The column will be titled "Months on TANF" and will display the TANF month counter. The column will display on the far right side of the section. The new column will help users quickly identify clients in part-time activities who have been on TANF for more than 60 months. These clients will be reviewed to determine if they require a temporary hardship exemption.